

3/1/2005

REQUEST FOR PROPOSALS FOR RESEARCH ASSISTANCE FOR THE U.S. ELECTION ASSISTANCE COMMISSION TO SUPPORT THE DEVELOPMENT OF VOLUNTARY GUIDANCE ON PROVISIONAL VOTING AND VOTER IDENTIFICATION PROCEDURES

BACKGROUND

Sec. 302(a) of the Help America Vote Act of 2002 (HAVA) requires that all States allow the casting of provisional ballots in instances where a voter declares his/her eligibility to vote but his/her name does not appear on the official list of eligible voters, or an election official asserts that a voter is not eligible to vote. This section describes several requirements for the implementation of provisional voting, but the States have considerable latitude in specifying how to carry out these requirements. The U.S. Election Assistance Commission (EAC) seeks to examine how provisional voting was implemented in the 2004 election cycle and to prepare guidance on this topic for the 2006 elections.

HAVA Sec. 303(b) mandates that first time voters who register by mail are required to show proof of identity before being allowed to cast a ballot. The law prescribes certain requirements concerning this section, but leaves considerable discretion to the States for its implementation. The EAC seeks to examine how these voter identification requirements were implemented in the 2004 election cycle and to prepare guidance on this topic for the 2006 elections.

One of the remedies for a voter not having an acceptable proof of identity is to allow the voter to cast a provisional ballot, either at the polling place or by mail. This linkage between these two HAVA sections provides a rationale for conducting research on these topics in parallel since many of the same materials will need to be reviewed. However, it is anticipated that two separate guidance documents will result. This Request for Proposals is to obtain research assistance to support the EAC in the development of guidance on provisional voting and on voter identification.

PROPOSAL INSTRUCTIONS

All proposals should be submitted electronically to CPaquette@eac.gov by 4 p.m. (Eastern Time) on March 22, 2005. Microsoft Word 2000 or above and Excel are the preferred document formats. Technical and Cost Proposals should be submitted as separate files. In the Technical Proposal, bidders are requested to state each item listed below, followed by the response to that item. All proposals should be as brief as possible. Please note there are page limitations on certain items.

1. Provide a project workplan that describes how the Contractor will accomplish each of the project tasks, including a PERT or Gantt chart indicating major

- activities and milestones. Assume a project start date of April 4, 2005. Discuss each task in the Statement of Work beginning with 4.4 - Collect and analyze State legislation, administrative procedures, and court cases.
2. Provide a matrix of personnel proposed for each task and include resumes of all lead legal and policy analysts indicating their relevant experience for this work.
 3. Provide a brief description of the Principal Investigator's qualifications relative to managing and performing the types of activities described in the Statement of Work. Provide 3-5 examples of comparable work performed in the past 5 years, with a description of the specific responsibilities of the Principal Investigator. Include the title of the project, the sponsoring organization, the sponsor's project manager with telephone and email contact information, period of performance, and value of the award. Limit each example to 2 pages. Provide a current resume. The Principal Investigator is classified as key personnel for this contract.
 4. Provide 5 examples of comparable projects performed by your organization in the past 5 years. Briefly describe how each example is relevant to the work required for this effort. Include the project title, sponsoring organization, the sponsor's project manager with telephone and email contact information, period of performance, and value of award. Limit each example to 3 pages.
 5. Discuss what you consider to be the three biggest risks for the successful completion of the provisional voting project, and why they are a risk. Describe how you plan to manage these risks.
 6. Discuss what you consider to be the three biggest risks to the successful completion of the voter identification project, and why they are a risk. Describe how you plan to manage these risks.
 7. Discuss the top five reasons that make your team the best qualified candidate to perform this work.

EVALUATION CRITERIA

These are the criteria and possible point values that will be used by the Source Selection Panel to evaluate technical proposals. Cost proposals will be evaluated on a best value to the government basis.

1. Demonstrated understanding of the issues of provisional voting and voter identification. (30 points)
2. Well-defined and organized research and analysis methodology. (20 points)
3. Principal investigator's relevant experience. (20 points)
4. Relevant organizational experience with this type of research. (15 points)
5. Compliance with proposal instructions. (5 points)
6. Results of reference checks. (10 points)